2012-2013
Parent-Student Handbook

THREE RIVERS
MIDDLE COLLEGE HIGH SCHOOL
At [Three Rivers Community College]

574 New London Turnpike
Norwich, CT 06360
860-885-2665
www.trcc.commnet.edu
2012-2013 Faculty and Staff

ADMINISTRATION

Brad Columbus
Director

Graciela Guzman
School Secretary

FACULTY & STAFF

ENGLISH
Pamela Santerre

SOCIAL STUDIES
Brad Columbus

GUIDANCE
Marcia Goldreich

MATHEMATICS
Raena Kempe

Dr. Virginia Z. Seccombe
LEARN, Executive Director
44 Hatchetts Hill Road
Old Lyme, CT 06371
(860) 434-4800
August 21, 2012

Dear Students, Parents and Guardians:

Welcome to Three Rivers Middle College!

It has been an exciting summer creating the foundations of our brand new magnet school and there is still much to be done. This is a tremendous opportunity for students and parents to have a say in building their school. The team at LEARN and Three Rivers Community College has provided our school with unique student opportunities such as the access to college classes and Career Pathways Programs (Engineering Technology, Business Finance and Hotel/Hospitality Management).

As a program we will strive to provide high learning expectations while giving the necessary supports that students will need to be successful in a college environment. The curriculum and school schedule have all been developed with two main goals in mind. First, to provide the necessary classes for students to gain appropriate high school credits toward graduation and to help students develop skills needed to be successful in college courses. Second, the schedule will be a block style with 4 blocks for 80 minutes per class. This will allow students to finish courses in semesters much like that of the college system. In addition, built into the schedule will be a first year experience course run by the college to help acquaint students to college life, a service learning block which will eventually allow for student internships within their Career Pathways and a PSAT/SAT preparation course to help students prepare for post-high school opportunities.

Furthermore, one of the founding principles of the Three Rivers Middle College will be to help students develop personal and community ownership of their learning. We are going to view all students as potential college students and will create an environment that allows students the necessary autonomy to be successful.

Please plan to join us on Wednesday, August 29 @ 6:00 pm for an Open House. The school is located on the 2nd floor of the E Wing. The best way to park is to enter the Early Childhood’s entrance to the college.

Welcome to the Three Rivers Middle College family!

Sincerely,

Brad Columbus,
Director
# Parent and Student Information Chart

<table>
<thead>
<tr>
<th>September 4&lt;sup&gt;th&lt;/sup&gt; First day for all students</th>
<th>Welcome students to the first year of the Three Rivers Middle College. All students will need to report to Room E206.</th>
</tr>
</thead>
</table>
| First Week of September 2012                         | - The student handbook, along with other documents requiring parent/guardian signatures will be distributed to all students on their first day of school. Students and parents are responsible for reading and complying with all school regulations.  
- Parents and students are required to sign and return by Friday, September 7<sup>th</sup>. |
| School Locks & Safety Glasses                         | Only locks issued by TRMC can be put on school lockers. The cost is $5.00. Every student is required to purchase a lock for their locker. The school is not responsible for items left unsecured and/or unattended. |
| School Breakfast & Lunch                             | Free and reduced forms should be filled out and returned to the main office.  
More information to follow. |
| Advisory                                              | Students are expected to arrive at school on time and be a part of the advisory program. Advisory is an integral aspect of developing relationships, academic counseling and community development. Advisory is a state mandated course that provides credit toward graduation. |
| Parking Privileges                                    | Students will only have driving privileges when approved by the Director and College Dean. |
| Student Dress and Grooming                           | The primary responsibility for wearing appropriate clothing in school rests with the parents and students. However, it is the school’s responsibility to dictate that school dress is in good taste, reasonably neat, healthy, non-distractive, appropriate, comfortable, safe and functional. This is especially important in a school setting where student learning activity is highly experiential, adult-like. |
| Personal & Electronic Devices                        | In the Three River Middle College High School technological environment, cellular devices may be integrated into the lesson. Student possession and use of cell phones, iPods, iPads, and similar devices are permitted at Three River Middle College High School when utilized under the direction of a staff member. |
| Power School Parent/Student Portal                   | - Parents and students have the ability to securely view grades, attendance, teacher comments and more over the internet using the PowerSchool. We strongly encourage you to utilize this great tool to keep connected with your child and their progress at school.  
- Your login and password information will be provided to you the first week in September. |
### 2012-13 Calendar

#### August (3)

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- **1st day of school**
- **CD**
- **SD**

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- **HAFT DAYS**
- **CV**

#### November (18)

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- **PD**
- **MLK**

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#### Holidays:
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Winter Vacation
- Martin Luther King Day
- Presidents Day
- Good Friday
- Spring Break
- Memorial Day
- September 3
- October 8
- November 12
- November 22 & 23
- December 24 to January 1
- January 21
- February 18 & 19
- March 29
- April 15 to 19
- May 27

**Semester/Grade Reporting:**
- Progress Report - October 12
- Mid Semester Report - November 9
- Final Exam Week January 15-18
- Semester 1 End - January 18
- Progress Report - March 1
- Mid Semester Report - March 27
- Final Exam Week June 3-7
- Semester 2 End - June 12

*June 14th – 180th Day*

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**September 4:** Students’ First Day of School  
**June 14:** Students’ Last Day of School  
**Staff Development Days (SD):**  
Students Off-Staff Report November 6  
**Haft Days:**  
November 21
Three Rivers Middle College High School  
2012 – 2013  

August 2011  

Dear Parent/Guardian:  

This Parent-Student Handbook contains pertinent Three Rivers Middle College High School and LEARN policies, regulations, and other requisite annual notices, guidelines and rules. All students and parents will receive a hard copy of this handbook at the beginning of the school year. This handbook and the information found within is also located on the school website: www.trcc.commnet.edu  

However, if you do not have access to the Internet and/or otherwise need an additional printed copy of the Parent-Student Handbook; please contact the school office and a copy will then be provided to you free of charge.  

Please sign the following statement and return this page to the school office by September 11, 2011.  

I have received notification that the Three River Middle College High School Annual Notification of District Policies Handbook is on the School’s web site and is also available directly from the school office. I have read and understand the guidelines and rules set forth in the Handbook and any policies contained therein. I agree to abide by the policies and regulations of the Three River Middle College High School and LEARN Regional Educational Service Center. We, the parent and student, also agree to support the Three Rivers Middle College School Vision, Mission, and Code of Conduct as stated in the parent-student handbook.  

Student Name__________________________________________________  

Student Signature_______________________________________________  

Student’s Advisory Teacher_________________________________________  

Parent/Guardian Name____________________________________________  

Parent/Guardian Signature_________________________________________  

Date___________________________________________________________  

A complete LEARN Policy Manual is available for review in the director’s office at the school.
Student Laptop Acceptance Form

Last Name: ________________________________     First Name: _____________________________

Grade Level: ____________    Address: __________________________________________

Please read the following memorandum of agreement. Students will receive a laptop once this form has been completed and returned to Three River Middle College High School.

I understand that all laptop computers, equipment, and/or accessories the Three River Middle College High School has provided to me are the property of LEARN and Three Rivers Middle College High School. I agree to all of the terms in the Parent-Student Handbook and the Acceptable Computer Use Policy.

I will return the equipment to the district in the same condition in which it was provided to me. I will **not install** additional software or change configuration of the equipment without the expressed written consent of the Three River Middle College High School /LEARN Technology Director or Three River Middle College High School Director.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories.

I understand that a violation of the terms and conditions set out in this policy will result in the restriction and/or termination of my use of the LEARN/ Three River Middle College High School laptop computers, equipment, and/or accessories and may result in further discipline.

Student Signature_______________________________________  Date:  _______________________

Parent Signature________________________________________  Date:  _______________________

Home Phone (_____)_________________________ Cell Phone (_____)_________________________

----------Below Information to Be Filled Out By Three River Middle College High School Personnel----------

Computer Model_______________________________  Serial or Service Tag# _________________

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<thead>
<tr>
<th>Item</th>
<th>Loaned</th>
<th>Condition</th>
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<tbody>
<tr>
<td>Computer</td>
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<td>New____ Used___ Damaged___</td>
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<td>Power Supply &amp; Cord</td>
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<td>New____ Used___ Damaged___</td>
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<td>Laptop Bag</td>
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<td>Misc:</td>
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<td>Misc:</td>
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<td>New____ Used___ Damaged___</td>
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Additional Comments: (overall conditions, scratched, dented, bent, missing keys and/or parts)

Signed out by: ___________________________  Date: ______________________
# 2012-2013 Schedule

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<td>Advisory/Study D</td>
<td>8:55-10:15</td>
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<td>PSAT/SAT Rotation</td>
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**GRADE REPORTING AND POWERSCHOOL UPDATES**

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<td>10/12 Progress Reports</td>
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<td>3/27 Mid-Semester Report Cards</td>
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<td>1/18 End of Semester</td>
<td>6/12 End of Semester</td>
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*All teachers are expected to update PowerSchool at the minimum every week. Updates should be completed in a timely fashion to promote communication with families and provide adequate opportunity for improvement where needed. It is recommended that teachers provide information on Back-To School Night explaining their grading policy and approximate PowerSchool updates.*
Three Rivers Community College Schedule

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<th>Fall Semester</th>
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<td>8/27</td>
<td>1/24 Classes begin</td>
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<td>12/17-12/21</td>
<td>5/14-18 Semester Exams</td>
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<td>5/18 Semester End</td>
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Three River Middle College Mission Statement

The Mission of Three Rivers Middle College (TRMC) is to provide educational opportunity for high school students through emphasis in Business and Finance; through Engineering Technology; and, through Hotel Hospitality Management. The Middle College will provide the holistic development of the student through effective teaching and learning strategies, rigorous and relevant academic curriculum, the acquisition of 21st Century skills, and the promotion of character development and active participation in community service. Students will be guided toward an understanding of successful participation in global economics and worldwide technology, while contributing to a sustainable future for the economy of eastern Connecticut. Additionally, students will enjoy dual high school-college enrollment opportunities as soon as they are ready to incorporate them into their Student Success Plans.

21st Century Learning Expectations for Students

Students and graduates of Three River Middle College High School will:

1. Communicate effectively for a variety of purposes;
2. Make decisions and solve problems in independent and collaborative settings;
3. Employ research and data-gathering skills effectively;
4. Effectively apply knowledge and skills in real world contexts;
5. Meet their civic responsibilities;
6. Value human and cultural diversity;
7. Take personal ownership of their learning and future.


Non-Discrimination
Three River Middle College High School /LEARN is committed to a policy of equal opportunity/affirmative action for all qualified persons. Three River Middle College/LEARN does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

ATTENDANCE

Attendance
Regular attendance is essential to success in school. Students are directly accountable to their teachers for meeting the academic expectations of each course and for being present and on time to all classes. There is a positive correlation between regular attendance and academic achievement as students contribute to, as well as take from, the teaching-learning situations presented in school. Learning to participate actively in class is an important part of the educational process. Class participation may be a factor in the determination of a student's grade as determined by the individual teacher. Therefore, students are expected to attend all sessions of the classes in which they are enrolled.

Attendance Procedures
It is the responsibility of the student and parent(s)/guardian(s) to monitor on a regular basis the number of absences that have been accumulated in each course. Students and parents have 24-hour access to attendance information through the PowerSchool Parent Portal, a web-based system that provides a home-school communication tool allowing students and parents to access student information through an online interface. Students and parents can monitor daily attendance information through the online interface by entering the username and password that are provided at the beginning of the school year. Questions or concerns regarding login or passwords should be directed to the school secretary.

It is the responsibility of the parent(s)/guardian(s) to notify the school main office of the reason for all absences by 10 a.m. on the day the student is absent to ensure accurate record keeping. Calls from students will not be accepted. The hotline is also available to record messages during and beyond normal school hours. Written explanations to report absences, late arrivals, or early dismissals are required and must include the student's name, the date(s), the specific reason, the signature of the parent/guardian, and a daytime phone number where a parent can be reached.

Teachers report class attendance to the main office on a daily basis. The school secretary or SchoolMessenger, the automated telephone system used by the school, will regularly call parents if a student has not been present in school that day. This system allows parents the opportunity to notify the school if an absence has occurred that can be excused.

The LEARN Board of Directors believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Directors to monitor school attendance for the following two purposes:
a) Identify students who are truant or habitually truant, and
b) Enlist the cooperation of parents and, when necessary, the juvenile justice system, in
order to change the behavior pattern that has developed.

Without an excused absence as defined below, students should not be excused from a session,
allowed to be late or dismissed before the close of school. Students involved in serious violations
of attendance rules shall be referred to the Director or his designee for further action.
   a) Reasons of health, illness, and doctor visits (must have documentation)
   b) Religious holiday
   c) Court appearance
   d) Funeral or death in the family
   e) Approved school activities
   f) Suspension or expulsion
   g) Other extenuating circumstance approved by the School Director

**Attendance and Course Credit**
Successful completion of coursework at TRMC Magnet depends upon faithful attendance and
participation in all classes and upon demonstrating the requisite knowledge and competence in
the skills central to each course. Students who are about to embark on college level activity and
responsibilities must self-regulate accordingly. Moreover, in a semesterized block schedule
where one credit courses must be completed in a single semester, missing school or classes can
very quickly make academic recovery nearly impossible and jeopardizes graduation on schedule.

**Tardy Policy**
All students arriving after 7:30am must report to the school office. As a general rule, students
arriving once a class is underway will not be permitted to interrupt that class.

**Early Dismissals**
Parents are expected to appreciate that TRMC is in a college level environment and support
strong attendance at school. Parents should only request early dismissal for the most urgent
reasons (medical, family emergency, etc). The school only honors early dismissals with advance
notice from a parent/guardian for a student on school grounds at the time.

**PROMOTION AND GRADUATION REQUIREMENTS**

**Graduation and Promotion**
To graduate from Three River Middle College High School students must meet the requirements
of the State of Connecticut (PA 10-111) and requirements unique to Three River Middle College
High School. Connecticut requires all graduates to have successfully completed a minimum of
24 course credits or their equivalents.
<table>
<thead>
<tr>
<th>Minimum Required Graduation Credits*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Humanities</strong></td>
<td>9</td>
</tr>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits incl. Civics (.5), US History (1.0)</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>STEM</strong></td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>STEM Elective</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Career &amp; Life Skills</strong></td>
<td>3.5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 credit</td>
</tr>
<tr>
<td>Health</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Career &amp; Life Skills</td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>World Language</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Senior Project/Exhibition</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

**Capstone Project**

The Capstone Project is a culminating activity that provides a way for students to demonstrate the knowledge and skills they acquired throughout their years at Three River Middle College High School. It engages students in a project/experience that focuses on an interest, career path or academic pursuit that synthesizes classroom study and real world perspective. Three River Middle College High School students are asked to demonstrate their ability to apply key knowledge and skills by planning, completing and presenting a culminating project linked to one or more area of personal interest and the individual's Student Success Plan.

The Capstone experience may include an in-depth project, reflective portfolio, community service and/or internship. As part of the experience, the student will demonstrate research, communication and technology skills including additional relevant 21st century skills.
During the second semester of senior year, students will present their Capstone Project and their graduation portfolio containing the products and performances that demonstrate their degree of proficiency on the ten school-wide graduation expectations.

**Promotion and Retention**
The minimum number of credits needed for promotion to the next grade level is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10</td>
<td>6 credits</td>
</tr>
<tr>
<td>Grade 11</td>
<td>12 credits</td>
</tr>
<tr>
<td>Grade 12</td>
<td>18 credits</td>
</tr>
<tr>
<td>Graduation</td>
<td>24 credits</td>
</tr>
</tbody>
</table>

If a student does not meet the requirements to be promoted to grade 12, he/she may opt to:

- Repeat the course if space permits
- Complete an approved on-line credit recovery course
- Complete an approved summer school course, or
- Return to their local district

If a student marginally meets the minimum credit requirement for promotion, the student may be promoted to grade 12 with deficiencies. However the student will need to make-up the deficiency prior to graduation. No student may graduate without meeting the state-mandated total and distributional graduation requirements and the requirements stipulated by TRMC.

**Grading/Grade Reporting System**
Grading of student performance in courses is based on a fifty-point scale.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical Equivalent</th>
<th>GPA Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>93-99</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-88</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>N</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>50-69</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>-------</td>
<td>----</td>
</tr>
</tbody>
</table>

N = No Credit yet; Credit still possible, but improvement needed; Seek more help, re-work and re-submit (Used to mark individual work, but not permitted as a course grade)
I = Incomplete (Temporary excused delay, grade and credit still possible)
F = Failure for the marking period or the course

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**Progress Reports**
Parents/guardians can set up progress reports to be emailed once a week, once every two weeks, once a month, or daily via PowerSchool. To set these parameters, log onto PowerSchool, input your username and password to access your student’s information. Click on the “Email Notification” button to select your preference. Teachers are expected to update PowerSchool on a regular basis to promote communication with families and provide adequate opportunity for improvement where needed. Grades on PowerSchool are accessible for parents, administration, advisors, counselors, and case managers (if applicable).

**Make-Up Work**
Students who have been absent are required to consult their classroom teachers about work missed as a result of absence. Students will need make-up up missed assignment in a timely manner or in the time specified by the classroom teachers. When absent, the student is responsible for work previously assigned and due on the day he/she returns (unless excused by the teacher). Students who have been absent from classes because of cutting and truancy will be allowed to make up work but may not receive credit. This policy does not apply to students returning from suspension.

**Honor Roll**
Honor Roll is announced by the Director at the end of each semester:

- Dean’s List: A’s in all courses
- High Honors: 90 average or above
- Honors: 85 average or above

Student reports cards with Incompletes are not eligible for Honor Roll.

**National Honor Society**
Admission to the Three River Middle College High School chapter of the National Honor Society is based on qualifications established by the National Honor Society (NHS), an affiliate of the National Association of Secondary School Principals located in Alexandria, VA. The qualifications and procedures of the NHS are contained in the NHS Handbook. The NHS regulations empower a faculty committee to select students in the junior and senior years for admission based on evidence of outstanding Leadership, Character, Scholarship and Service. TRMC employs a “rolling admissions” process that employs three NHS induction opportunities for students: Second semester junior year, first semester senior year, and second semester senior year.

**Homework**
Homework is a necessary component of most high school courses and will be assigned regularly in all academic subjects. Homework is to be accomplished outside of class by the student and is a shared responsibility of the school and home. Although homework may be used to supplement work not completed in class, its primary purposes include preparation, reinforcement, remediation, and enrichment, development of study habits and learning strategies, and
exploration of resources in libraries, home, and community. It also develops self-reliance, responsibility, independence, and an appreciation for lifelong learning.

Teachers will clearly explain to students at the beginning of courses the expectations for homework and the relationship of homework to the determination of a student's grade in the course. In order to benefit fully from any given course, a student must have his/her homework done properly and on time. Homework assignments will be clearly stated, have a specific and significant goal, and take into account individual student differences. The amount of homework will be flexible depending on the goals and objectives of the course.

Transfer/Withdrawal from School
When a student transfers to another school or when a student withdraws from school, the student must contact the guidance office to obtain a transfer/withdrawal form that must be signed by all of the student’s teachers, the school nurse and the student’s counselor. An exit interview form will be completed by the student and the student’s counselor indicating the reasons for withdrawal. The exit interview form must be signed by the student, the student’s counselor and the student’s parent/guardian.

Public Act 99-288: An Act Concerning Education Accountability
This Act provides that on or before July 1, 2000, each board of education shall review and revise its policy for promotion grade to grade and for graduation in order to ensure that such policies foster achievement and reduce the incidence of social promotion. Such policy shall include objective criteria for the promotion of graduation of students, reporting of students’ progress against such criteria, and alternatives to promotion such as transition programs, and shall provide for supplemental services. The policy may require students who have substantial academic deficiencies that jeopardize their eligibility for promotion or graduation to attend after-school program, summer school or other such programs offered by the school district to assist the students in remediating such deficiencies. This Act further provides that on or by October 1, 1999, the State Board of Education shall prepare a list of elementary and middle schools, by school district that are in need of improvement based on student performance and performance on the State Wide Mastery Examination.

The Department of Education shall notify each board of education of the schools in its district that are on the list. Thereafter, on or before January 1, 2000, and biannually thereafter, each board of education, through its superintendent of schools, shall meet with the Commissioner of Education or his/her designee to discuss the process for improving school performance. Such board of education shall require the school in question to develop an improvement plan and take steps necessary to become accredited by the New England Association of Schools and Colleges. The improvement plan will be submitted by the school in question to the board of education for approval and shall be implemented at the beginning of the following school year. The improvement plan may provide for site based management and shall be developed in consultation with the school’s principal, teachers and parents of students attending the school. The board of education shall monitor progress made by the school under the improvement plan. If two years after the date of approval of the improvement plan the board of education finds that
the school has not sufficiently progressed, the board of education shall develop a plan for such school requiring one or more of the following actions:

1. Closing and reconstituting the school;
2. Restructuring the school in terms of the grades included or the programs offered, or both;
3. Providing for site-based management of the school; and/or
4. Allowing students in that school to attend other public schools in the school system. The board of education may include in such plan a provision for the transfer of employees. The board of education shall submit its plan to the Commissioner of Education for approval.

5. In addition, each board of education for a priority school district shall within available appropriations require the schools to provide additional instruction, unless the school’s principal determines that such instruction is not necessary based on the recommendations of the student’s teacher, for the 2000-2001 school year and each year after, of each student who fails to meet the state-wide standard for remedial assistance on the fourth grade Mastery Examination; and for the 2001-2002 school year and each school year thereafter, to each student who fails to meet the state wide standards for remedial assistance on the Sixth Grade Master Examination.

Such instruction may include tutoring, an after school or school vacation program or a weekend school program. In addition, such boards of education shall require students to attend summer school. The Department of Education may award grants to boards of education of priority school districts for summer school programs and weekend school programs. This Act took effect July 1, 1999.

**ASSESSMENT AND TESTING**

**Student Assessment**
Student performance at Three River Middle College High School is evaluated in terms of letter grades in courses taken each semester and year, and also in terms of proficiency ratings on rubrics assessing achievement of the school-wide 21st century graduation expectations over the course of two years.

- A rating of **Proficient** or 3 on a five-point assessment rubric designates the minimum level of successful skill performance for the ten school-wide graduation expectations.
- A grade of **C** (73-76) is required to pass a course, meaning the student has met the minimum level of acceptable achievement on the content in that course.
- Students are expected to re-attempt and improve their performance on designated assignments for which they have received an **N** until a satisfactory performance is achieved. The maximum grade that can be obtained on a re-attempt is an 80/B- or as determined by the teacher. Ultimately, unsatisfactory performances can result in an **F** at the end of a marking period or a course, and therefore a need to repeat the course if it is required for graduation or as a prerequisite for another course.
STUDENT ASSISTANCE

**Student Assistance**

In addition to the school counselor and the Student Advisory Program, Three River Middle College High School maintains several additional resources and referral vehicles for students in need, including an on-call social worker and school psychologist, the Student Assistance Team, the SRBI Team, and the School Emergency Crisis Team.

**Advisory Program**

The Student Advisory Program is central to the personalization of education at Three River Middle College High School. Groups of 12-14 students are assigned to a faculty advisor who will remain with them throughout their career at Three River Middle College High School. The student advisor will assist each student in meeting the academic, civic, and social expectations at Three River Middle College High School. Along with the school counselor, the student advisor will serve as a guide and mentor for the student’s Career Pathways exploration, Capstone project and Student Success Plan. Advisory groups will meet Monday-Thursday. In addition to building collaboration skills and a sense of community, the advisory program is designed to help students bond with a teacher who knows them well and can give them close support.

**Guidance and Counseling**

The guidance and counseling program is under the direction of the Three Rivers Middle College school counselor. The school counselor oversees the Student Advisory Program with the School Director and works closely with the advisory teachers in helping students manage their Individual Student Success Plans and Graduation Portfolios. The entire two-year process is aimed at creating self-directed students who take increasing control of their personal growth, educational decisions, and academic/career planning. To accomplish this, students are assigned to small advisory groups with a teacher who has a student/advisor ratio of approximately 12:1. Over a two-year period the advisor gets to know each student well, help the student make meaning out of the school experience and achieve the school-wide graduation expectations. The advisor, supported by the school counselor, will be the first and most important point of contact and intervention concerning each advisee’s attendance, achievement, behavior, and educational and career planning. The school counselor’s office will be the focal point for the various traditional guidance functions including student records, career and college planning information, crisis counseling, general counseling needs, student assistance team, parent-counselor meetings, planning and placement team meetings, standardized testing and student data.

**Peer Mediation Program**

The Peer Mediation Program is designed to reach out to students who are struggling to resolve conflicts with their peers through the use of a peer-helping-peer model. Students are selected to become peer mediators based upon recommendations from teachers, guidance counselors, and
administrators. These candidates engage in a rigorous one-day training focused on providing an understanding of the peer mediation model, goals, and guidelines.

The peer mediation process begins with an initial referral that may be made by teachers, guidance counselors, administrators, students, and parents. If a conflict among students indicates an imminent risk of danger or a threat to the safety and well-being of our students, the issue will be immediately reported for administrative intervention and will not be processed by the peer mediation team. Once a referral is initiated, consent to engage in the peer mediation process will be requested from both students engaged in conflict and is necessary for the process to continue. The parties involved in a conflict will meet with a team of two peer mediators and dedicate themselves to developing a plan to resolve the presented conflict. All parties involved in a mediation session must commit to maintaining the confidentiality of any information disclosed in the session unless that information poses imminent danger or risk.

The ability to meet with age-related peers and receive guidance toward conflict resolution will undoubtedly provide an increased comfort level in an otherwise stressful time, thereby assisting us in meeting our goals of student safety and achievement.

**STUDENT EDUCATION RECORDS**

**Student Records**

A student’s school records are confidential and are protected by law from unauthorized inspection or use according to the Family Educational Rights and Privacy Act (FERPA). A cumulative record is maintained for each student that include a listing of subjects taken, levels of achievement, attendance, and other data including standardized test scores. School records also include name, parent’s name, address, birth date and any information recorded in any way that is directly related to a student and maintained by the school.

Parents of students and eligible students may, upon request inspect and review the student’s records by submitting to the school director or designee a written request that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. An authorized school official will notify parents or eligible students of the date, time and location where the records may be inspected and reviewed. Requests by parents and eligible students to inspect and review the student’s education records will be accommodated within ten (10) school days after the receipt of such requests.

**Students Records: Confidential (5125)**

LEARN provides special education and regular education services to local education agencies (LEAs) in accordance with Sections 10-66n of the Connecticut General Statutes as may be amended from time to time. LEARN will maintain records and provide for the filing, protection, confidentiality, classification, review, and, when appropriate, destruction of all records received and generated in connection with a student’s attendance in a LEARN program. The maintenance of these records will be in accordance with Connecticut Regulations Concerning Children
Requiring Special Education, (Section 10-76d-18), The Family Education Rights and Privacy act (20 U.S.C. 123g) and regulations there under and 20 U.S.C. 1417 and regulations there under.

In addition, all LEARN personnel who collect or use personally identifiable information regarding students will be annually informed of the confidential nature of such information, and LEARN procedures with respect to the rights of students and parents as they relate to the confidentiality of records and information.

A complaint may be filed with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Procedure to Inspect and Review Education Records (5125(a))

Parent or eligible student may, upon request, inspect and review the student’s education records. Eligible persons must submit to the LEA or the appropriate LEARN designate a written request that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. As required by Section 1076d-189(b)(1) of the Regulations of Connecticut State Agencies, request by parents of students requiring special education and related services will be accommodated within 10 days of the receipt of such requests, within 3 school days of the receipt of such request if the requests are made in order to prepare for a meeting regarding an individualized education program or within three (3) calendar days of such a request if the request is made in order to prepare for a meeting related to any due process proceeding.

When a record contains information about other students, the eligible student or parent will not be allowed to inspect or review the portion of the record that pertains to other students.

Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

One free copy per year of the student’s education records will be provided by LEARN within 10 school days of a written request by parents of students.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow
parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

**Types, Locations and Custodians of Education Records**

<table>
<thead>
<tr>
<th>Types of Records</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative School Records</td>
<td>Office of the School’s Director</td>
<td>Director</td>
</tr>
<tr>
<td>Special Education Records</td>
<td>Office of the School’s Director</td>
<td>Director</td>
</tr>
<tr>
<td>Discipline Records</td>
<td>Office of School’s Director</td>
<td>Director</td>
</tr>
<tr>
<td>Health Records</td>
<td>School Nurse Office</td>
<td>School Nurse</td>
</tr>
</tbody>
</table>

**STUDENT CONDUCT, DISCIPLINE**

**Positive Behavior Support**

Three River Middle College High School encourages appropriate behavior in school using a system called Positive Behavior Support (PBS). PBS supports positive behavior from all of our students by creating clear expectations of behavior. These expectations are posted throughout the school and are continuously modeled and reinforced by staff members. PBS is intended to improve the school environment, enhance student academics, and increase the potential for positive interactions between students and staff. If a student always follows the four beliefs of safety, effort, responsibility, and respect, he/she should never have to face disciplinary consequences.

1. I will pledge to always think about my safety and the safety of others.
2. I will pledge to put forth my maximum effort to create my highest ability.
3. I will pledge to accept responsibility for my actions before I act.
4. I will pledge to respect others and myself.

**Three River Middle College High School Honor Code**

Three River Middle College High School students, faculty, and staff are committed to:

- Advance the school mission
- Prevent harm
- Think safety first
Make things better  
Challenge ourselves  
Respect Others  
Value diversity  
Support the culture of teaching and learning

Safe and Supportive School Climate

Teaching and learning can only thrive in an emotionally and physically safe and supportive environment. Consequently, Three River Middle College High School will act swiftly and forcefully in response to the following ‘zero tolerance’ behaviors with disciplinary action up to and including suspension, expulsion and or arrest:

- Possession of weapons, drugs, drug paraphernalia or alcohol
- Threats of bodily harm
- Bullying/hazing/harassment
- Assault
- Fighting, hate crimes
- Verbal altercations
- Vandalism
- False fire alarms or bomb threats
- Weapons
- Misuse of electronic devices
- Pornography
- And, any other behavior that is seriously disruptive to the educational environment or is in violation to school policy

SUSPENSION POLICY (5115)

Policy Governing Exclusion from a LEARN Program for Disciplinary Purposes

It is the policy of LEARN to maintain a learning environment which is committed to the right of each child to obtain an education in an atmosphere conducive to learning. Consequently, all students have the responsibility to abide by LEARN policies and rules which are established to insure an orderly educational process and secure learning environment. LEARN will provide students and families with copies of the policy and procedures governing student conduct and school discipline on an annual basis.

Exclusion from a LEARN program and/or from transportation, may be necessary disciplinary action for students whose conduct is a deliberate or direct cause of disruption of the educational process, endangers persons or property, or is in violation of LEARN policy and/or program rules, while attending the program, at a program-sponsored activity or during the transportation process. Said exclusion may also be necessary disciplinary action for students whose conduct off LEARN property is in violation of policy and is seriously disruptive of the educational process.
It is the policy of LEARN to abide by the mandates of Connecticut General Statues and the Individuals with Disabilities Education Act concerning exclusion of students from program for disciplinary purposes. The policy shall apply to all activities sponsored by LEARN. Activities shall include, but not be limited to, transportation, field trips and extracurricular activities regardless of time or location, as well as the regular school day.

It is the policy of LEARN to abide by the manifestation determination decision of the Planning and Placement Team (PPT) for identified students with disabilities.

It is the policy of LEARN to make determinations concerning exclusion of students in its programs and immediately notify the sending district regarding any student facing exclusion to the sending LEA.

Definitions:

“Program” means any program under the direction of LEARN.

“LEARN-sponsored activity” means any activity sponsored, recognized or authorized by LEARN and includes activities conducted on or off program property.

“In-program suspension” means an exclusion from a LEARN classroom activity or program for no more than five consecutive school days but not exclusion from the program, provided such exclusion shall not extend beyond the end of the school year in which such in-program suspension was imposed.

“Suspension” means an exclusion from a program and/or from transportation only for no more than ten consecutive school days provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed.

“Removal” means an exclusion from a LEARN program for all or part of a single class period and/or part of a day, provided such exclusion shall not extend beyond ninety minutes.

“Exclusion” means any denial of LEARN program privileges for disciplinary purposes.

“Dismissal” means the exclusion of a student from a LEARN program and program privileges for more than ten consecutive days and shall be deemed to include, but not limited to, exclusion from the property to which such pupil was assigned at the time such disciplinary action was taken, provided such dismissal shall not extend beyond a period of one calendar year. Dismissal will result in immediate notification to the sending district, may result in a return to the sending district and may result in expulsion or a PPT in the case of an identified student.

“Manifestation determination” means a decision made by the Planning and Placement Team (PPT) as to whether or not a student’s behavior is directly related to the student’s identified disability when that student has been charged with misconduct punishable by suspension or expulsion.
“Expulsion means any denial of public school privileges for disciplinary purposes by the sending school district.

**Legal References:** Connecticut General Statutes, 10-233a through 10-233f.  
 Individuals with Disabilities Education Act (IDEA),  
 ~300.121(d); ~300.519 – 300.529.

**Misconduct Requiring Disciplinary Action**  
The following breaches of conduct on school property, in a school classroom, on school transportation, or at any school activity, may result in removal, suspension or expulsion:

A. Disruptive activities at school functions.
B. Disruptive classroom behavior
C. Willfully or recklessly striking or assaulting, or attempting to strike or assault, another person.
D. Stealing or attempting to steal school property, private property, or other public property.
E. Causing, or attempting to cause, damage to school property, private property, or other public property.
F. Throwing of food or causing disruption in a lunchroom or cafeteria.
G. Possessing, using, transporting, or transmitting, consuming or having consumed dangerous drugs, narcotics, or alcoholic beverages without authorization. Dangerous drugs or narcotics shall mean any controlled drug, as defined in Connecticut General Statutes, Section 19-443 as amended.
H. Possession or use of electronic paging or two-way communication devices such as beepers.
I. Using obscene or profane language, or making obscene or profane gestures to members of the school staff, students or other persons.
J. Deliberately refusing to comply with a reasonable directive from a member of the school staff.
K. Participating in a walk-out, sit-in, or boycott, picketing or other demonstration which disrupts the educational process.
L. Threatening, harassing, intimidating, or blackmailing school staff, students, or other persons.
M. Leaving school grounds without permission.
N. Failure to report to, or remain in an assigned area.
O. Violating school smoking regulations.
P. Violating published attendance regulations.
Q. Violating any other disciplinary regulations and directives of LEARN/TRMC.
R. Wearing any article of clothing (including jackets, shoes, hats and bandannas) jewelry, or other item which is identifiable as a known symbol of gang membership or affiliation.
S. Off-campus misconduct which directly affects the school’s orderly operations by threatening the safety of school property or the welfare of the persons who work or study there.
T. Gambling.
U. Possessing, using, transporting, or transmitting any firearms, knives, explosives, or other dangerous object or substances of no reasonable use to the student at school.

The normal process of disciplinary action shall be:

I. Teacher Intervention
II. Administrative intervention
III. Parent notification
IV. Meeting to develop next steps
V. Meeting of LEARN, parents, home district (PPT where appropriate)
VI. Notification to outside authorities. Depending on the severity of the situation, removal and suspension can occur at any point in this process.

**Dress Code**
The primary responsibility for wearing appropriate clothing in school rests with the parents and students. However, it is the school’s responsibility to dictate that school dress is in good taste, reasonably neat, healthy, non-distractive, appropriate, comfortable, safe and functional. This is especially important in a school environment where student learning activity is highly experiential and adult-like and is carried on in collegiate and professional settings. Three River Middle College reserves the right to determine what constitutes dress that is disruptive to the educational climate or process.

**Bullying (5007)**
Hazing, bullying, menacing or abuse of students or staff members will not be tolerated. Any staff member, employee or student who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process or interferes with a student’s opportunity to obtain an education shall be subject to appropriate disciplinary action.

Bullying can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, such as but not limited to:
1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethically-based verbal abuse and gender-based put-downs
3. threats and intimidation
4. extortion or stealing of money and possessions
5. exclusion from the peer group

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion or referral to law enforcement officials.

A bullying prevention program shall be implemented which strives to develop a school and home environment:
- characterized by warmth, positive interest and involvement by adults;
- firm limits to unacceptable behavior
- where non-hostile, non-physical negative consequences are consistently applied in cases of violation of rules and other unacceptable behaviors;
- where adults act as authorities and positive role models; and
- where students are included in efforts to improve school climate.
In accordance with state law, it is the policy of LEARN and the Three River Middle College High School that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden. For purposes of this policy, bullying is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student in the same school district that:

(a) Causes physical or emotional harm to the student or damage to the student’s property,
(b) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property,
(c) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate),
(d) infringes on the rights of the student at school, and/or
(e) substantially disrupts the education process or the orderly operation of a school

Students and parents are encouraged and expected to report any and all suspected acts of bullying in the school setting to the school administration. All reports, including anonymous reports, will be investigated. Anonymous complaints shall be reviewed and reasonable action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Parking/Motor Vehicle Regulations

Priority for vehicular parking is determined by the Three Rivers Community College officials who give priority to their staff and commuting college students. Parking for TRMC students is limited, and students may obtain approval for parking from the TRMC School Director.

Dangerous Weapons in the Schools (5133)

School rules have long forbidden students to bring weapons or dangerous instruments onto school property or school-sponsored activities. Weapon and dangerous instruments shall include, but not be limited to:

1. Any firearms of any description.
2. Any knife or similar items that could be dangerous to others as defined by State law.
3. Chemical weapons or explosive devices (e.g. mace, ammunition).
4. Any device having a sharp point (e.g. ice picks)
5. Any other dangerous instrument that is capable of inflicting injury.

A student having in his or her possession, or in a desk or locker, or anywhere on school property, school transportation, or while any school-sponsored activities are occurring, any weapon listed above, shall be subject to both school discipline (expulsion) and law enforcement intervention. In addition, use of such weapons or dangerous instrument will result in criminal prosecution.

A student using such a weapon to threaten or inflict injury on another will be referred to the police for criminal prosecution.

In the enforcement of this policy, LEARN administrators may authorize:
1. Unannounced inspections of students’ lockers.
2. Inspections of student automobiles driven to school and parked on school property.
3. Inspection of the contents of student’s pockets, purse, and/or bags if there is a reasonable suspicion that the student is in possession of a weapon or dangerous instrument.

In all cases of possible violation of criminal statutes related to the possession and/or use of weapons, the LEARN administration and police department will work cooperatively to determine the best course of action.

Each LEARN administrator shall provide written copies of this policy to all members of the faculty and student body.

**Sexual Harassment (5005)**

It is the policy of the LEARN Board of Directors that any form of sexual harassment is forbidden in the workplace and in all school facilities, whether by supervisory or non-supervisory personnel, by individuals under contract, or volunteers subject to the control of the Board.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student’s submission to or rejection of unwelcome conduct will in any way influence an academic decision regarding that student, or conduct of a sexual nature which substantially interferes with a student’s academic performance, or creates an intimidating, hostile or offensive academic environment, such as the display of sexually suggestive objects or pictures.

It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the Executive Director or a responsible designee who will forward the report to the Executive Director. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. The Executive Director will develop and distribute sexual harassment complaint procedures.

**Plagiarism**

Plagiarism is the unacknowledged use of another person’s work or ideas in your writing. It is often known as copying word for word. However, even paraphrasing without acknowledgement or using the ideas of peers garnered from class discussions or study groups can be considered plagiarism. Whether it is conscious or unconscious, plagiarism is a serious academic offense. A student who has plagiarized can receive a zero on assignment and will be reported to the administration for further disciplinary actions may be taken.
LEARN Grievance Procedures for Titles VI and IX, Section 504

Informal Procedure

A. Any student, parent/guardian, staff member, or applicant to a program who feels that he/she has been discriminated against on the basis on race, color, national origin, sex, or handicap shall contact the designated Compliance Coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint. The Compliance Coordinator shall maintain a written record, which shall contain the following:
1. Full name and address of the complainant.
2. Full name and position of the person(s) who allegedly discriminated against the complainant.
3. A concise statement of the facts constituting the alleged discrimination.
4. Dates of the alleged discrimination.

B. At the time the alleged discrimination complaint is filed, the Compliance Coordinator shall review and explore grievance procedures with the complainant and answer any questions. The Compliance Coordinator shall begin investigating the complaint as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit the Compliance Coordinator shall meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

C. If the complainant is not satisfied with these initial informal procedures and within twenty (20) working days from the date of the original discussion with the Compliance Coordinator, more formal procedures may be initiated by the complainant to future individual(s) against whom the complaint explore and resolve the problem internally.

D. If the complainant is not satisfied with these initial informal procedures and within twenty (20) working days from the date of the original discussion with the Compliance Coordinator, more formal procedures may be initiated by the complainant to future individual(s) against whom the complaint explore and resolve the problem internally.

Formal Procedure

A. Level One – Program Coordinator/Director
   a) Grievance with the program coordinator/director specifying the alleged discrimination.
   b) Within five (5) working days after the receipt of this formal grievance, the program coordinator/director will hold a meeting with the grievant.
   c) The program coordinator/director shall, within four (4) working days after the hearing, render a decision and reasons in writing to the grievant.

B. Level Two - Executive Director
   d) If the grievant is not satisfied with the disposition of the grievance at Level One, the grievant, within five (5) working days after the decision or seven (7) working days after the Level One meeting, file the grievance with the Executive Director.
e) The Executive Director shall, within five (5) working days after the receipt of the grievance, meet with the grievant.
f) The Executive Director shall, within five (5) working days after such meeting, render a decision and the reasons in writing to the grievant.

C. Level Three - LEARN

g) If the grievant is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) working days after the receipt of the decision or eight (8) working days after the meeting with the Executive Director, file the grievance with the LEARN Board of Directors.

The LEARN Board of Directors or a committee thereof shall, within ten (10) working days after the receipt of the grievance, meet with the grievant for the purpose of resolving the grievance.

h) The LEARN Board of Directors or a committee thereof shall, within five (5) working days after such a meeting, render its decision and the reasons in writing to the grievant.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

Compliance Coordinator for Title VI & Section 504
Doreen Marvin or Mary Royce
LEARN
44 Hatchetts Hill Road
Old Lyme, CT 06371
860-434-4800

Compliance Coordinator for Title IX
Lynmarie R. Thompson or Mary Royce
LEARN
44 Hatchetts Hill Road
Old Lyme, CT 06371
860-434-4800
HEALTH OFFICE POLICIES AND SAFETY PROCEDURES

Health/Nursing Services
The school nurse maintains a cumulative health file for each student which includes illness notations, results of physical examinations, and other pertinent health information. Each parent must complete an emergency medical information form, including an immunization record to be kept on file. Under Connecticut law no student may enter grade 11 without submitting the required recent physical examination form signed by a doctor.

Any student who becomes ill or injured while at school should inform the nearest faculty member and report immediately to the school nurse. If the student is unable to do so, the school nurse will be called immediately to the scene. Parents must notify the school nurse in cases of student illness. Any request to limit a student’s participation in a school activity for an extended time must be accompanied by a signed statement from a physician. Given the highly experiential nature of the Three Rivers Middle College curriculum, extended non-participation may result in extensive make-up work or the repeating of a semester or an entire year.

Parents of students requiring medication during school must contact the school nurse. Special school forms are required to permit the administration of medicine in school. All medication must be delivered to the school by an adult and be in the original container with proper labeling.

Students with medical conditions that may be contagious or infectious may be excluded from school pending diagnosis and treatment to protect others from exposure until medical authorities clear the student for safe return to school.

Immunizations
The Three River Middle College High School, as mandated by Connecticut law, requires that all students, including adults in a day program, be successfully immunized against Diphtheria, Tetanus, Polio, Measles, Mumps, Rubella (German Measles), Varicella (chicken pox) and Hepatitis B.

Entering students must submit written proof of the required immunizations prior to attending school. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided.

Substance Abuse
Through the use of curriculum development, classroom activities, community support and resources, a consistent administrative and faculty effort, education processes mandated through IDEA, and rehabilitative and disciplinary procedures, the administration and staff of LEARN/Three River Middle College High School, in cooperation with the student’s parents/guardians, will work to educate, prevent, and intervene in the abuse of all drug, alcohol, and mood altering substances by the entire student population in accordance with state law.
As an extension of this policy, the rules, regulations, and guidelines shall be used by all LEARN personnel when responding to drug, mood altering substance, and alcohol related situations.

**Tobacco Free Environment**

The Board recognizes that tobacco in the school and work environments are not conducive to good health. As an educational organization, LEARN should provide both effective education programs and a positive example to students concerning the use of tobacco.

The Board declares all facilities operated by LEARN, and all spaces within them, to be officially designated tobacco-free environments. Staff, students, and members of the public are prohibited from using or possessing tobacco in any form in these facilities.

The following disciplinary measures will be enforced for students who violate the LEARN Smoke-Free Environment Policy.

1. **First Offense:**
   In school suspension, parental contact, referral to the School Counselor and, if smoking within a school building:
   - Infraction ticket issued by the Norwich Police Department under Connecticut General Statute 19a-342.

2. **Second Offense:**
   2 day in school suspension, parent conference, referral to the School Counselor, and if smoking within a school building:
   - Infraction ticket issued by the Norwich Police Department under Connecticut General Statute 19a-342.

3. **Third Offense:**
   1 to 3 days out of school/in school suspension, parent conference, referral to the School Counselor and, if smoking within a school building:
   - Infraction ticket issued by the Norwich Police Department under Connecticut General Statute 19a-342.

Further offenses may result in out of school suspension. The school director may also restrict parking privileges and extracurricular activity participation.

**Fire, Evacuation and Lockdown Drills**

School safety is an absolute priority at TRMC. Detailed instructions for emergencies are posted in all areas of the school, and periodic practice drills are conducted by school staff. All students and staff are expected to familiarize themselves with emergency procedures and cooperate promptly and fully with school authorities in all emergencies and emergency drills. Three Rivers Middle College will work with local emergency agencies to ensure proper procedures and precautions are in place for the safety of all students, faculty, and staff.
**Emergency Evacuation Plan**

This was developed in response to a request for providing an emergency evacuation plan in the case of a nuclear power plant emergency or other incident.

**ALERT SIGNAL** - is a steady siren toner for three (3) minutes or more from sirens or loud speakers on emergency vehicles.

**WHEN YOU HEAR THE ALERT SIGNAL** - turn on your radio or television to listen to the Emergency Broadcast System. You will be kept informed by local and state authorities as long as there is an emergency.

**IF YOU ARE TOLD TO STAY HOME AND TAKE SHELTER** - stay indoors and close all windows, doors, dampers, etc. STAY CALM and keep tuned to the Emergency Broadcast System for further instructions.

**IF YOUR CHILDREN ARE IN SCHOOL** - do not attempt to pick them up. Your children will either be sheltered at school, or transported and cared for at the reception center/shelter according to the location (town or city) in which the school is located. This information can be found in all Telephone Books on pages 1 and 2 of the yellow pages.

**STAFF RESPONSIBILITIES**

**TEACHERS/INSTRUCTIONAL ASSISTANTS:**
All students shall be safely boarded on proper vans/buses, etc. prior to leaving the school.

**OFFICE PERSONNEL:**
NOT directly responsible for student evacuations may leave as soon as directed.

**Unauthorized Areas and Facilities**
Certain equipment and areas of the building of no valid use to students are off limits to protect the safety of equipment, school property and personnel. Any student who violates those areas loses trust with the staff and is subject to strong disciplinary action. It is essential that TRMC students at all times respect TRCC staff, property, rules and procedures.

**ORGANIZATIONS, CLUBS AND CO-CURRICULAR ACTIVITIES**

**Athletics**
Since Three River Middle College High School does not offer interscholastic sports, the CIAC (Connecticut Interscholastic Athletic Conference) permits Three River Middle College High School students to participate on sports teams in their home school district, provided that students meet the eligibility requirements of the CIAC and their home district. For this purpose the Three River Middle College High School provides the home school district with academic, attendance and behavioral information at the home school district’s request.
Community Governance
At TRMC students take an active role through student advisory group, monthly Town Meetings, the Judicial Board, service learning, and community development projects.

Student Activities
While Three Rivers Middle College does not offer Connecticut Interscholastic Athletic Conference (CIAC) interscholastic sports teams, the school does develop clubs and activities in response to student interest. Moreover, TRMC students can participate along with TRCC students in the clubs and activities of the college.

NCAA College Athletic Eligibility
To be eligible to participate in Division I or Division II sports at the college level, a student must meet academic criteria related to their high school coursework established by the NCAA. Students can obtain eligibility information by going online at www.ncaaclearinghouse.net or at the guidance office of the high school where they play CIAC interscholastic sports. Interested students should register online with the NCAA by September of their senior year.

Parent Involvement/Communications
Students are most successful when there is a strong partnership between home and school. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the unique educational opportunities available to them at Three Rivers Middle College. Parents/guardians should become familiar with all of their child’s school activities and academic program and the TRMC college-related career pathways. TRMC provides an on-line parent portal to PowerSchool to facilitate the monitoring of student progress.
GENERAL INFORMATION

School Hours
Doors Open: 7:15 am
Classes begin: 7:30 am
Dismissal: 2:00 pm

Office Hours
7:15 am – 3:00 pm

Lost or Damaged School Materials/Equipment
Students are responsible for the care of all school materials loaned to them. This includes textbooks, school locks, laptops and accessories, tools, etc. Failure to return them in good condition will result in a replacement or repair charge. In accordance with state law, the school reserves the right to withhold grades, report cards or transcripts until the obligation is cleared. However, the school will not withhold a transcript from a college or other secondary school to which the student has applied. Seniors with an outstanding obligation may not participate in graduation ceremonies.

Service-Learning/Community Service
Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Through service learning, students use what they learn in the classroom to solve real-life problems. Students not only learn the practical applications of their studies, they become actively contributing citizens and community members through the service they perform.

School Cancellation/Late Openings
In the event of a school cancellation, delay, or early dismissal due to inclement weather, a phone call, email and/or a text message will be sent through SchoolMessenger to notify parents. SchoolMessenger is a parent notification system that allows administrators to deliver messages to home phones, work phones, cell phones, email addresses and text message devices in a matter of minutes.

EARLY CLOSINGS: If the weather causes Three River Middle College High School to close early, dismissal will be at 11:45 AM and an announcement will be made on the local radio stations as well as through SchoolMessenger.

You may also listen to local radio announcements or local TV news for your local school district’s announcements. Your local district’s decision may differ from Three River Middle College High School closings or delay. For example, if your local district decides to cancel
school and Three River Middle College High School is still open, you may choose to drive your child to the school, as there will be no transportation provided by your district. The same is true when the delayed opening times are different.

**School Lunch Program**

The TRMC has established school lunch prices for the 2012-13 school year as follows:

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
<th>Reduced</th>
<th>Reduced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.60</td>
<td><strong>Reduced Breakfast</strong></td>
<td>$0.50</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.80</td>
<td><strong>Reduced Lunch</strong></td>
<td>$0.50</td>
</tr>
</tbody>
</table>

Food items may also be purchased a la carte through prepayments or cash.

Parents can deposit money in their child's school meal account any time during the school year. Prepayments are accepted in the school's business office. Cash and/or checks in all denominations are accepted. Checks are to be made payable to “**Three River Middle College High School**”. All checks are to include the student's name and ID number. A receipt for the cash or check will be issued to the student upon receipt of the payment. As students purchase meals off of their prepaid account, the amount will be deducted from their starting balance. Students may ask for their prepayment balance at the cashier line.

**Lockers and Storage**

Lockers and storage areas of any kind are the property of Three River Middle College High School and may be entered and searched by school officials at any time. Valuables should not be brought to school or left in school storage places or lockers as the school is not responsible for lost or stolen items.

**Lost and Found**

Any articles that are found on school premises should be returned to the school office. Unclaimed articles will be disposed of at the end of each month. Lost or suspected theft of personal or school property should be reported to the Director immediately.

**Military/College Recruitment**

Federal law requires that school districts must, upon request, provide military recruiters, colleges and universities access to the names, addresses, and telephone listings of secondary school students. Parents or guardians may request that this directory information not be released without prior written consent.

**Publicity/Media Relations**

To promote the school mission and properly inform the public about Three River Middle College High School, all students and their parents are asked upon enrollment at Three River Middle College High School to provide the school with a signed Public Relations Permission Form authorizing photographic, video and television coverage of events involving students.
Technology Resources
In order for Three River Middle College High School students to achieve 21st century learning expectations, it is vital that students responsibly use computers and other advanced technology for school purposes only. Students will have access to school computer networks, laptops, peripherals, and the internet on a regular basis. At all times students must abide by the Three River Middle College High School Computer Technology Use Rules located in the Appendix.

Internet/Cell Technology/Acceptable Use Policies
Three River Middle College High School curriculum makes extensive use of resources on the internet that makes it vital for students to avoid dangerous, destructive and unlawful behavior when using the internet. All students and their parents must sign an acceptable use policy that indicates that the student agrees to use the internet exclusively for educational purposes and to abide by the Three River Middle College High School Computer Technology Use Rules. Students found violating the acceptable use policy, especially by viewing inappropriate sites, are subject to disciplinary consequences and revocation of computer privileges for a specified period of time.

In the Three River Middle College High School technological environment, cellular devices may be integrated into the lesson. Student possession and use of cell phones, iPods, iPads, and similar devices are permitted at Three River Middle College High School when utilized under the direction of a staff member in the delivery of curriculum and instruction. In the classroom, science labs, and in other learning settings, students must have their cellular devices off and in plain sight, and await instructions for their use as the teacher deems appropriate. Students possessing or using an electronic device that inhibits teaching and learning or that does not support the school mission will have their portable electronic device confiscated and held for parents to claim. Student use and possession of electronic devices are always at the discretion of the teacher and school.

LanSchool
Three River Middle College High School utilizes LanSchool, a classroom learning and teaching management software product that assists teachers with their student’s computer use during class time. LanSchool will be used in all computer labs, mobile laptop carts, and in the library. LanSchool facilitates teaching and learning, assesses learning, and monitors student computer usage. LanSchool also allows teachers to:
- Regulate computer access;
- View student screens;
- Transpose the teacher’s screen onto all student screens;
- Make immediate electronic comments to all students or selected students;
- Take a screen shot of a student screen;
- Eliminate information on student screens;
- Limit the applications and/or internet sites students can access;
- Disable applications, the internet, or printer functions.

Release of Student
No student shall be permitted to leave the school jurisdiction during the school day without
permission of the Three River Middle College High School Director or his designee. When the Director has been notified of divorced or legally separated parents of a student, the school requires that a legal statement designating the custodial parent or guardian be entered in the student’s file as a decision-making guide for the Director or his designee. The student will only be released to a parent/guardian or other person listed on the emergency contact sheet which the custodial parent/guardian completes upon registration.

**Leaving School Premises**

Three River Middle College High School is a highly active, multi-faceted, dynamic learning environment, and it is imperative that the school is continually aware of student location and student safety conditions at all times. No student shall be permitted to leave the school premises (or school jurisdiction regardless of site) during the school day without school and staff authorization. Violators are subject to immediate suspension from school on the grounds of safety and for substantially causing a disruption to the educational process.

**Transportation**

Under current magnet school law, transportation to Three River Middle College High School is the responsibility of the parent(s)/guardian(s) or of the home school district if it chooses to provide transportation. Students or parents should contact their local superintendent’s office to obtain information on transportation procedures.

Students are reminded that flagrant disobedience, misconduct or jeopardizing transportation safety can result in disciplinary action up to, and including, temporary removal of students from school transportation traveling on school transportation to and from TRMC or participation in TRMC field trips.

**Volunteer Program**

The Three River Middle College High School supports the use of volunteer services to enrich students’ educational experiences and heighten their motivation. The use of volunteers frees educators from non-teaching tasks, assists in the provision of individualized instruction, and fosters continued community support and involvement. Volunteers strengthen and supplement school activities and do not take the place of school staff.

**Working Papers**

Students must have the following documents and meet the following criteria in order to obtain working papers from the Director’s Office.

- Student must be a current student at Three Rivers Middle College.
- Student must be 16 years old.
- Student must appear in person (There are no exceptions to this requirement).
- Student must have authentic documentation of evidence of age.
- Student must have written promise of employment signed by the prospective employer.
- Student must complete the LEARN/TRMC Working Papers Information Form.
Public Act 99-256: An Act Concerning Laser Pointers
This Act prohibits persons under the age of eighteen from possessing a laser pointer on school grounds or in any public place. The Act also provides that no person shall sell, offer to sell, lease, give or otherwise provide a laser pointer to a person under eighteen years of age. A person may temporarily transfer a laser pointer to a person under eighteen years of age for educational or other lawful purpose if the minor is under the direct supervision of a parent, legal guardian, teacher, employer or other responsible adult.

Soliciting Funds From and By Students (1324)
Fund-raising activities may be approved by the Executive Director consistent with the following guidelines:
1. The fund-raising is in connection with school-sponsored projects. All such requests shall be made in writing.
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics or procedures of fund-raising will neither be an unacceptable burden to teachers or other school staff members nor subject LEARN to inappropriate risks or responsibilities in handling funds.
There shall be no direct solicitation of funds by outside organizations from students except on specific approval of the Board of Directors.

Searches (5152)
Desks and school lockers are the property of the school. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the privacy rights of students.

The exercise of the right to inspect also requires protection of each student’s personal privacy and protection from coercion. An authorized school administrator may search a student’s locker or desk under two (2) conditions.

1. School authorities have a reasonable suspicion that the student’s desk or locker contains illegal items, which would, if present pose a serious threat to the maintenance of discipline, order, health or safety in the school. Such items would include, but not be limited to, chemicals, ammunition, weapons, drugs, and alcoholic beverages.
2. The student(s) have been informed in advance that Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Use of drug-detection dogs and metal detectors, or similar detective devices may be used only with the express authorization of the Executive Director.

District officials may seize any item which the possession of or use of is evidence of a violation of law, Board policy, administrative regulation or school rule, or is prohibited by such law, policy, regulation or rule.
A student and his/her belongings may be searched with a Director or Director’s designee’s permission if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

Proper standards for conducting student searches shall consist of, but not be limited to, the following procedures:

All student searches must be conducted in the presence of two (2) faculty members. It is recommended that one faculty member be an administrator or an administrative designee. One faculty member will properly search the student/suspect while the second faculty member will serve as a witness to the procedure.

1. Female students should be searched by female faculty members.
2. Male students should be searched by male faculty members

The LEARN Board of Directors authorizes the search of student lockers, desks, and other school property used by students for the presence of weapons, contraband, or the fruits of a crime if the:

1. Search is justified at its inception, and
2. Search as actually conducted is reasonable related in scope to the circumstances which justified it in the first place.

A search is justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonably related in scope when the measures adopted are reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Whenever it is necessary for law enforcement officials to execute a search or arrest warrant on school grounds, the administration shall attempt to notify the student’s parent or guardian and refer him/her to the police. In addition, that the administration should make reasonable efforts, in cooperation with the participating law enforcement officials to ensure that student searches or arrests conducted pursuant to a warrant are conducted with as much respect for the student’s privacy as possible.

As used in this policy, the term “parent” means either the parent or guardian of a student. The term “student” or “pupil” refers to a student enrolled in a LEARN program. Students who have reached the age of legal majority may have the right to consent to a certain involvement with law enforcement officials which would normally require parental consent. However, even when dealing with a student who has reached the age of legal majority, the procedures set forth above should be followed.